



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: January 1, 2023

CLOSE DATE: Until Filled

JOB TITLE: Museum Clerk (Part-Time)

PAY RATE: \$12.00/hour

DEPARTMENT: Community Services

DIVISION: Museum

SUMMARY

Under the supervisor of the Museum Curator/ Manager, the museum clerk will provide welcoming services and interpretive assistance to museum visitors.

DUTIES AND RESPONSIBILITIES

- Welcomes visitors,
- Assists in interpreting regional history, including Fire Department history,
- Opens and closes museum building,
- Maintains security of collection and visitors through visual monitoring,
- Answers main telephone line, directs calls, takes messages, answers questions,
- Keeps accurate count of visitors,
- Directs visitors to other local sites of interest,
- Researches and responds to inquiries,
- Assists in cataloging collection.
- Performs other related duties as assigned.

MINIMUM JOB REQUIREMENTS

- High school diploma or equivalent.
- One (1) year related experience in a museum setting or an equivalent combination of education and experience.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain a Class D Driver's License.

PREFERRED QUALIFICATIONS

- Bilingual competence in English and Spanish is preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to utilize general office equipment
- Ability to communicate effectively both orally and in writing
- Ability to deal effectively and friendly with the general public
- Knowledge of New Mexico and local history and knowledge of the area.

Fire Museum Clerk (Part-Time)

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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work if performed indoors
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling
- Regularly required to lift and/ or move up to 25 pounds and occasionally lift and/or move up to 25 pounds

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

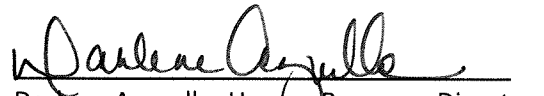
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Darlene Arguello, Human Resource Director